



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 5110.3D w/Ch 1,2
B 07-1
19 Feb 1999

BATTALION ORDER 5110.3D w/Ch 1,2

From: Commanding Officer
To: Distribution List

Subj: POSTAL INSTRUCTION

Ref: (a) DOD 4525.6M, Vol II
(b) OPNAVINST 5112.6B
(c) MCO P5110.6A
(d) MCO 5110.6A
(e) MCBO P5112.1

Encl: (1) Sample of letter for Authorization to Receipt for Mail
(2) HQSVCBN Section Codes

1. Purpose. To publish instructions and information concerning the handling of U.S. Mail and operation of the Battalion mailroom per reference (a) through (e).

2. Cancellation. BnO 5110.3C

3. Security and Protection of Mail

a. All mail receipted for at the Command Post Office will be delivered directly to the Battalion mailroom via government vehicle. The mail will be secured until distribution can be made to the section mail orderlies. Mail orderlies will pickup mail during times mentioned in this Order.

b. Access to the Battalion mailroom is limited to:

- (1) Battalion Commander
- (2) Battalion Executive Officer
- (3) Battalion Postal Officer/Assistant Postal Officer
- (4) Official Mail Manager (OMM)/Assistant Official Mail Manager (AOMM)
- (5) Personnel designated in writing by the Battalion Postal Officer/Assistant Postal Officer as Battalion mail clerks.

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4. Emergency Destruction of U.S. Mail. Per reference (c), priority of emergency destruction of U.S. mail is as follows:

- a. Official registered mail
- b. Directory service cards
- c. Other accountable mail
- d. All remaining mail
- e. All other records, equipment, mailbags, furniture, etc.

The Battalion Postal Officer will initiate disposal procedures.

5. Field Exercises. Field exercises are not conducted as an entire Headquarters and Service Battalion Organization. If any entity of this Organization or individual goes TAD to participate in a field exercise it is up to that entity/individual to provide the mailroom with instructions as to how the mail will be handled, i.e., forwarded, held, etc. In cases where individuals do not provide the mailroom with instructions as to how to handle their mail, the mailroom will automatically hold the individual's mail for the time they are TAD.

6. Checking In/Out

a. Inbound Personnel. All personnel joining the Battalion will check in with the Battalion mailroom. Personnel will be provided with their correct mailing address, one change of address cards (OPNAV 5110/5), and a mail directory file card (NAVMC 10572) for completion by the Marine. The change of address cards will be forwarded by the Battalion mailroom to the Marine's last military unit and the military post office.

b. Outgoing Personnel. All personnel departing, regardless of status (i.e., leave, TAD) will check out with the Battalion mailroom. Personnel departing on PCS/PCA orders will complete one change of address cards, and sign their mail directory card. The Battalion mailroom will forward the change of address cards to the Marine's next military unit with an estimated date of arrival and the military post office. Personnel released from active duty will sign their mail directory card, but are not required to complete a change of address card. However, they must notify all correspondents of their correct and complete mailing address. Personnel departing are required to turn in any mail orderly card in their possession.

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7. Mailing Address

a. Personnel assigned to this Organization and residing in Barker Hall, Singleton Hall, Matthews Hall, or Liversedge Hall will use the following address:

RANK, NAME (LAST, FIRST AND MI)
 HQSVCBN, COMPANY, SECTION CODE
 2006 HAWKINS AVENUE
 QUANTICO, VA 22134-(Company last four digits)

b. All personnel will utilize the zip code as indicated

Headquarters Company	22134
Service Company	22134
Operations Company	22134
Training & Education Center Company	22134
Tenant Activities Company	22134

8. Location and Hours of Operation, Post Office

a. The serving post office for this Organization is located at 400 5th avenue, Quantico, Virginia. Hours of operation are:

Monday - Friday	0830 - 1700
Saturday	0900 - 1200
Sundays and holidays	closed

b. The military post office is located at 401 6th Avenue, Building 716 for official mail handling only. Hours of operation are:

Monday - Friday	0730 - 1630
Saturdays, Sundays and holidays	Closed

9. Location and Hours of Operation, Battalion Mailroom. The Battalion mailroom is located in room 115, building 2006. Hours of operation are:

Monday - Friday Check-in/out)	0800 - 1000
Monday - Thursday (Mail Call)	1400 - 1530
Tuesday (Mail Class)	0800 - 0815
Friday (Mail Call)	1300 - 1430
Saturday, Sunday, and holidays	Closed

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10. Customs Regulations. Regulations pertaining to customs are not applicable to this Battalion.

11. Classified Material Screening Point. The Base Classified Material Control Center (CMCC) is the Classified Material Screening Point for this Organization.

12. Definition of Mail

a. Personal Mail. Personal mail is mail addressed to an individual by name. Reference (a) prohibits using Department of Defense personnel and resources to duplicate services that USPS provides. All personnel residing in housing or billeting where the United States Postal Service delivers mail will receive personal mail at their quarters. Mail received by personnel residing in housing/billeting where the USPS delivers will be considered unauthorized mail and returned to the sender.

b. Personal Accountable Mail. Personal accountable mail is mail addressed to an individual by name, which is received by the Post office to be delivered by means or receipt (certified, registered, etc.). Unit mail clerks and orderlies are not authorized to handle personal accountable mail through the military post office and cannot appoint mail clerks and orderlies as agents in this regard.

c. Official Mail. Official mail is mail addressed to personnel by title (i.e., CMC, CG, Director, etc. or "Commanding Officer of"). Mail clerks and orderlies are responsible for safeguarding official mail in the same manner as personal mail. Mail received in an official mail government envelope is considered official mail regardless of the address on the envelope. Official mail will only be delivered to personnel designated in writing unless addressed directly to an individual by name only. Official mail addressed with an attention line will still be delivered to the title it is addressed to even if the individual addressed in the attention line no longer holds that billet.

d. Official Accountable Mail. Will designate in writing personnel authorized to receipt for and open official accountable mail. The authorization letter prepared in accordance with enclosure (1) must be signed by the commanding officer/departments/division director/section head/OIC only. "By direction" letters are not acceptable. It will contain a sample signature or signatures of the individual(s) authorized to sign for and open mail addressed to them. A single letter may authorize more than one individual; however, any change to the authorization will require cancellation of the previous

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delivery to the authorized individuals or the addressee. The mail clerk must be able to account for all accountable mail either by letter and the publishing of a new letter. A chain of receipts will cover all accountable mail from acceptance by the mail clerk through producing the articles or by showing delivery of the article to an authorized individual or the addressee. Accountable mail will not be kept overnight by the Battalion mailroom. It will be returned to the Military Post Office.

13. Location and Hours of Collection

a. Official Mail. The military Post Office determines which official mail will be entered in the U.S. Postal Service and which documents can be processed by courier to Washington, DC area activities. All outgoing official mail will be delivered to the Battalion S-1 office for delivery to the military post office.

b. Personal Mail. A mail receptacle for outgoing mail is located on Hawkins Avenue in front of Bruce Hall Dining Facility.

14. Mail Delivery

a. Only personnel residing in Barker Hall, Singleton Hall, Matthews Hall, and Liversedge Hall will receive personal mail through the Battalion mailroom. Mail not of an official nature addressed to personnel not residing in the above listed quarters will be considered unauthorized mail.

b. All personnel utilizing the Battalion mailroom will ensure they notify their correspondents of the correct mailing address reflected in paragraph 7 of this order.

c. Civilian personnel will not utilize the Battalion mailroom for personnel mail under any circumstances. Official mail addressed to civilians must be addressed as follows:

COMMANDING GENERAL, MCCDC/MCB, ETC.
ATTN JOE CIVILIAN
(SECTION CODE) BRANCH/DEPARTMENT
2006 HAWKINS AVENUE
QUANTICO VA 22134-5043

15. Nonmailable Items. The following articles, declared objectionable, are forbidden to be entered in the U.S. mail system per the postal laws and regulations:

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- a. Obscene matter.
- b. Treasonable matter.
- c. Libelous and indecent matter.
- d. Lottery matter.
- e. Fraudulent matter.
- f. Publications which violate copyrights granted by U.S. territories.
- g. Matter soliciting procurement of divorce in foreign countries.
- h. Poisonous animals, insect and reptiles.
- i. Poisons
- j. Insufficiently prepaid matter.
- k. Explosives.
- l. Overweight and oversized mater.
- m. Intoxicating liquors
- n. Insufficiently addressed matter/incorrect
- o. Concealable firearms (mailable under certain conditions).
- p. Narcotics/dangerous drugs.

16. Unauthorized Use of Official Mail. Official mail not be used for the following:

- a. Private use.
- b. Matter that is not exclusively government business.
- c. Christmas cards, greeting cards, tax returns, job resumes, and invitations to satisfy personal social obligations, even if they are the result of an official position.
- d. By retired military member, unless acting in an official capacity.

18. Responsibilities

a. Battalion Official Mail Manager (OMM):

(1) Supervise the activity's Official Mail Cost Control Program (OMCCP).

(2) Keep the commander informed on the effectiveness of the activity's OMCCP and any problem areas.

(3) Ensure that mail users know when and how to contact the unit OMM.

(4) Inspect incoming and outgoing official mail at least once a week, and take corrective action to fix noted discrepancies. Direct continuing or unique problems to the Installation OMM.

(5) Report misuses of official mail.

(6) Maintain liaison with appropriate supply and procurement activities to ensure that all postal related items (i.e., envelopes, labels) meet DOD and USPS regulations.

b. Battalion Postal Officer/Assistant Postal Officer:

(1) Ensure proper assignment and training of mail clerks and mail orderlies.

(2) Instruct mail clerks unannounced inspections of the Battalion mailroom per references (a) through (e).

(3) Conduct weekly unannounced inspections of the Battalion mailroom per references (a) through (e).

(4) Notify the Battalion Commander immediately of all suspected or known postal offenses and losses.

(5) Verify daily that all accountable mail received has been delivered or returned to the serving postal activity.

(6) Ensure that a completed Mail Room Hours of Mail Call (DD Form 1115) sign is displayed in a prominent place outside the mailroom entrance.

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c. Officer in Charge, Consolidated Administration (OIC, CONAD). Provide one copy of all unit diaries to the Battalion Postal Officer/Assistant Postal Officer within two working days from the date the unit diary processes.

d. Battalion Mail Clerks:

(1) Provide mail services and operate the mailroom per references (a) through (e).

(2) Safeguard mail at all times.

(3) Maintain a current directory file on all personnel, including those who have been transferred or discharged during the last 12 months (three months for personnel who were on temporary duty (TAD/TDY) for less than 180 days), utilizing the diary entries.

(4) Receive all incoming mail from the serving postal activity.

(5) Mail will be handled in the following manner:

(a) Leave. Mail will be retained in the Battalion mailroom only. A copy of the leave papers will be attached to the mail. If an addressee desires mail to be forwarded to a leave address, a written authorization must be provided to the mailroom by the addressee prior to departure on leave.

(b) Temporary Additional Duty (TAD)/Temporary Duty (TDY). Mail will be retained in the Battalion mailroom only. Marines going TAD/TDY regardless of the length of time will be required to check out of the mailroom. They will provide the mailroom written authorization to retain/forward their mail while TAD/TDY. Upon return the Marine is required to check back into the mailroom.

(c) Transferred. Mail for personnel transferred will be readdressed and forwarded.

(d) Hospitalization. Mail for personnel hospitalized for more than 3 working days will be readdressed and forwarded, when delivery can reasonably be expected.

(e) Correctional Facility/IHCA. Mail will be readdressed and forwarded per reference (e).

(f) Unauthorized Absence/Deserter. Mail may be held for 30 days or until declared a deserter. No endorsement is made on the mail. Mail for deserters will be returned to the serving post office per reference (e).

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(g) Deceased. Mail will not be endorsed. Mail will be returned to the serving post office per reference (e).

(6) Perform prompt directory service on all mail with insufficient addresses. Return all undeliverable mail to the serving post office expeditiously.

(7) Deliver and maintain accountable mail records.

(8) Verify for accuracy all mail orderly appointment cards and Armed Forces Identification cards prior to releasing mail.

(9) Ensure all logs, forms and correspondence is retained/destroyed per reference (d).

(10) Ensure all discrepancies noted on mailroom inspection checklist are corrected within two days unless otherwise annotated.

(11) Report all known or suspected postal offenses to the Battalion Postal Officer/Assistant Postal Officer immediately.

e. Company Commander/Division Directors/Section Heads/OICs:

(1) Ensure mail is receipted for on a daily basis by all sections. If a section fails to receipt for mail, the section must inform the mailroom as to the reason why they cannot pick up mail.

(2) Ensure proper screening and assignment of mail orderlies. Mail orderlies will be assigned based upon their eligibility and unquestionable integrity. They must be United States citizens and have a minimum of six months remaining on active duty.

(3) Submit letters of authorization to receipt for mail utilizing the format contained in enclosure (1). Authorization letters must be updated every six (6) months.

(4) Ensure mail receipt and delivery has first priority over other assignments conducted by mail orderlies.

(5) Ensure mail is not held by mail orderlies, companies, or activities for any reason.

(6) All mail orderlies are required to attend one mail orderly class on mail handling procedures prior to being appointed mail orderlies.

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(7) Ensure privately-owned vehicles are not used for transportation of mail unless written approval is given by the Battalion Postal Officer/Assistant Postal Officer.

(8) Ensure an accurate logbook is maintained for the transfer of mail for activities employing shift workers. This must be authorized by the Battalion Postal Officer/Assistant Postal Officer.

(9) Ensure mail orderlies have been properly assigned. Proper Identification (Armed Forces Identification Card for military/Department of Defense (DOD) badge for civilians) and a Mail Orderly Appointment Card are required prior to transfer/receipt of mail.

(10) Ensure mail is safeguarded from access by unauthorized personnel.

(11) Ensure the Battalion mailroom receives copies of leave papers or TAD orders on personnel prior to their departure.

f. Activity Mail Orderlies:

(1) Receipt for mail from the Battalion mailroom during the times designated in paragraph 9 of this Order.

(2) Return all undeliverable mail on the same day to the Battalion mailroom with reasons for nondelivery.

(3) Present proper identification, mail orderly appointment card and a roster of personnel within your activity when receipting for/returning mail.

(4) Sign the official mail receipt log on a daily basis when receipting for/returning mail.

(5) Safeguard mail at all times. Handle mail as a first priority.

(6) Do not write or mark on any piece of mail.

(7) Do not use privately owned vehicles to transport mail.

(8) Attend required training.

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19. Failure to Pickup Mail. Failure to receipt for mail on a daily basis can result in disciplinary action. Every activity is given the opportunity to have a sufficient number of mail orderlies appointed to efficiently handle mail for the activity.

M. E. BENNETT

Distribution: A



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134

BnO 5110.3D Ch 1
B 07-1
5 Aug 99

BATTALION ORDER 5110.3D Ch 1

From: Commanding Officer
To: Distribution

Subj: POSTAL INSTRUCTIONS

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 4, paragraph 12(d) first and second sentence delete department, division director, section head and OIC.

b. On page, 10 paragraph 18(e) insert at the beginning of sentence "Commanding Officer only."

3. Filing Instructions. File this Change Transmittal immediately behind the signature page of the basic order.

M. L. CULVER

DISTRIBUTION: B



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134

BnO 5110.3D Ch 2
B 07-1
7 Dec 99

BATTALION ORDER 5110.3D Ch 2

From: Commanding Officer
To: Distribution

Subj: POSTAL INSTRUCTIONS

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. Change the number two to one in paragraph 6(a) of the second sentence.

b. Change the number two to one in paragraph 6(b) of the second sentence.

3. Filing Instructions. File this Change Transmittal immediately behind the signature page of the basic order.

R. L. RODEBAUGH
By direction

DISTRIBUTION: A

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Sample of Letter for Authorization to Receipt for Mail

HEADING

5110
Orig Code
Date

From: Commanding Officer, Headquarters and Service Battalion
To: Postal Officer, Headquarters and Service Battalion

Subj: AUTHORIZATOIN TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO
INCLUDE OFFICIAL ACCOUNTABLE MAIL

Ref: (a) DoD 4526.6M, Vol II, Chapter 3

1. Per the provisions of the reference, you are authorized to receipt for all official and official accountable mail addressed to Headquarters and Service Battalion, Marine Corps Base, Quantico.

2. This letter supersedes previous authorizations for this Battalion.

(1) I. M. Marine

U. R. MARINE

Copy to:
Base Postal

ENCLOSURE (1)

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HQSVCBN Section Codes

ADJ
AWS
ASP
AREA AUDITOR
BAND
BASE INSP
BASE SAFETY
BOQ
CARPLANSOL
CG BASE
CG MCCDC
CMCC
CMD CHAPLAIN
CMD ED
COALITION
COMM ELECT DIV
COMPTROLLER
CONAD
CONS EQUIP REPAIR
COS
CSC
DISBURSING
DLB
DOCTRINE
EOD
FAC DIV
FAC MAINT
FAMILY HOUSING
FOOD SERVICE
HUMR
HQCO
MATERIALS
M&RA, MCRC
MCAGM
MCCTA
MCOTEA
MCRC

MCU
MILPERS
MSTP
MMSB
MT OPS
MWR
NREA
OMS
OPSCO
OPS DIV
OSI
PAO
PRES TEAM
PUB WORKS
PURCH &CONT
RAD/RSU
REQUIREMENT
RANGE CONTR
S/A
S-1
S-2/3
S-4
SHOP 79
SJA
SNCOA
SUPPORT FIS
SVCCO
TACO
TAVSC
TE-31
TE-32
TE-33
TE-35
TE-A/L
TECO
TFSD
TMO
T&E SUPPLY
WARFIGHTING
WDID